Minutes
NV IT Operations Committee (NITOC)

DATE	October 10, 2002
TIME	1:00 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Alisanne Maffei, Co-Chair, Strategic Plan	✓
Kathy Ryan, Chair, ITPOC	✓	Bill Vance, Co-Chair, ITPOC	✓
Chuck Connor, Chair, IT Workforce		Vacant, Co-Chair, IT Workforce	
Mark Blomstrom, Chair, Tech. Standards & Architecture		Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Jeff Kintop, Co-Chair NERC	✓
Alan Rogers, Chair Justice IT Integration	✓	Vacant, Co-Chair Justice IT Integration	
Donna Crutcher, Chair, Security	✓	Dana Hines, Co-Chair, Security	✓

Other attendees

Name	Present	Name	Present
Pam Sutton, DoIT	✓	Sara Jones, Cultural Affairs	✓

CALL TO ORDER

Terry Savage called the meeting to order at 1 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

The minutes of the August 8 meeting were reviewed and Dave McTeer amended the following:

*Agenda Item #1, 5th sentence: …Dave McTeer asked to have the **option** to have some IFS personnel join the staff….*

A MOTION WAS MADE BY DONNA CRUTCHER AND SECONDED BY ALISANNE MAFFEI TO APPROVE THE MINUTES AS AMENDED. MOTION CARRIED.

In view of the September NITOC meeting being cancelled, Terry deferred the discussion on Steering Committees until the November 14 NITOC meeting.

Action Items: #1 – Donna Crutcher was directed to amend all Security PSPs that had references to ISO positions to include a contingency clause for exceptions on funding for those positions. A MOTION WAS MADE BY KATHY RYAN AND SECONDED BY DAVE MCTEER FOR DONNA TO MAKE THE AMENDMENTS AND REPOST THE SECURITY PSPS. MOTION CARRIED.

CHAIRMAN REPORT

Terry discussed the DoIT Budget and indicated the department had had a budget hearing. He said that it is difficult to come up with a realistic budget for a service organization such as DoIT. Alan Rogers expressed that its time to look at our roles differently. He mentioned that the State's touted as the best are those states spending money on IT, such as California and Arizona and that we need the Governor to support our IT industry. If agencies need to cut their budgets, they need to let the Governor know what their agency won't be able to do anymore without those dollars. Dave McTeer mentioned that those states (California/Arizona) are also operating on a deficit budget and that is illegal for the State of Nevada to do.

DECISIONS[1]

Item No.	Decision
1.	Donna Crutcher presented a **Standard on Access Controls and Auditing (4.60)** along with the required impact statement. With the following changes <u>A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY KATHY RYAN TO APPROVE. MOTION CARRIED.</u> Change: 5.0 State Information Security Officers(s).

AGENDA ITEMS

1.	**State User Policy Manual – Alan Roger** Alan shared Pubic Safety's <u>Computer Usage Policy</u> manual with the committee and threw it at the group as a suggestion to create a similar one for the State. After much discussion, it was agreed that producing a similar, but generic manual for statewide use was a good idea for NITOC to do.
2.	**Legislator's Technology Orientation Luncheon – Pam Sutton** Pam distributed a proposal for a Legislators' Technology Orientation to the group for consideration. The intent of the orientation would be to invite legislatures to a luncheon in order to heighten their understanding of IT. Bill Vance said the group should make sure this endeavor is in line with the budget office and Dave McTeer agreed to discuss the idea with Perry. A suggestion was made to make it an "IT Expo" instead of a "Legislative Orientation" and invite department heads as well as legislators. It was also suggested to make it an all day event instead of over lunchtime. It was agreed however that before any additional plans were made, conceptual buy in from the Governor was necessary and Pam was instructed to get Mike Hillerby's approval and acceptance before continuing.
3.	**Masthead for GITOC Committees – Mark Blomstrom** In Mark's absence, Maggie Thorne presented Mark's suggestion for a new Masthead format change for GITOC Committees. Donna Crutcher shared with the group that changing the existing format did not provide process improvement. <u>A MOTION WAS MADE BY DONNA CRUTCHER AND SECONDED BY BILL VANCE NOT TO ACCEPT THIS SUGGESTED CHANGE. MOTION CARRIED.</u>

COMMITTEE REPORTS

1.	**E-Gov Steering:** Pam Sutton distributed the Committee's meeting notice and agenda for their next meeting scheduled for October 16th. She reviewed the activities of the Committee.
2.	**IT Justice**: Alan Rogers reported that progress is continuing slowly in getting buy in for the formation of the Committee. He indicated he has an appointment with Ron Titus (Supreme Court) to get his buy in and hopefully by the next NITOC meeting he will be able to report some successes and progress on the committee's structure. On another subject, Alan gave Kathy Ryan kudos for her endeavors with the IT Project Oversight Committee.
3.	**Strategic Plan**: Alisannce Maffei distributed copies of the Committee's status report. No meetings were held in July or August, but a December meeting is planned, no date set as this time.
4.	**ITPOC:** Kathy Ryan distributed copies of the Committee's status report. Their next meeting will be November 7th. attendees.

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

5.	**Technical Standards & Architecture:** Dave McTeer reported that progress with the Committee has been slow due to Dorothy Martin and Dan Stockwell withdrawing from their positions of chairing the Committee. Mark Blomstrom has now been assigned to Chair the Committee. Dave and Mark will be meeting to discuss strategies and Dave indicated the Committee's start-up process will be a 18 month to 2 year process in getting the architecture structure defined and standards written.
	NERC: Jeff Kintop reported that the Committee has not met since John Paul Deley resigned from Cultural Affairs. Jeff introduced Teri Mark to the group. Teri is John Paul's replacement and now that she is on board the committee will resume activities.
	IT Workforce: In the absence of Chuck Connor, no status report was given. The group did mention that a co-chair for this Committee needs to be made and Fred Hornblower was mentioned as a consideration.
	Security – Donna Crutcher distributed copies of the Committee's status report. She reported all PSPs have been developed by the Committee.

ACTION ITEMS[2]

Item	Opened	Description	Assigned	Due	Closed
7.	7/11/02	Prepare Preface for e-Gov Plan.	Pam Sutton	11/14/02	
8.	7/11/02	Revise IT Survey and send to NITOC for pilot test.	Maggie Thorne	11/14/02	
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	1l/14/02	
11.	10/02/02	Maggie will put together a generic computer policy manual for State use (similar to DPS's sample that Alan Rogers provided). Committee members will review the DPS manual and be prepared to add any additional information they would like to see in the generic edition.	Maggie Thorne All members	11/14/02	
12.	10/01/02	Add Steering Committee Discussion as an agenda item for November meeting	Maggie Thorne	11/14/02	

OTHER ISSUES

Alan shared with the group an upcoming conference of Infraguard (FBI group) that will decide whether or not to form a northern Nevada chapter. Alan mentioned attendance and lunch was free and that the more who attend the more likely a chapter would be created. The conference is scheduled for November 15th in Reno at the Sierra Pacific Power Company auditorium.

ADJOURNMENT

The meeting was adjourned at 3:30 pm. Next meeting scheduled for November 14th

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[2] *Action Item*: A commitment to complete an action or an assignment.